

California State Library
California Civil Liberties Public Education Program

CCLPEP Reporting Materials

Enclosed in this packet are instructions and forms for submitting reports required for your California Civil Liberties Public Education Program (CCLPEP) award. The submission of reports as instructed maintains eligibility for claim of payments. Failure to meet reporting deadlines may delay release of funds to the project, and may affect decisions on any future awards.

This packet contains:

1. CCLPEP 7 Quarterly Narrative Report
2. CCLPEP 8 Quarterly Fiscal Report
3. CCLPEP 9 Final Narrative Report
4. CCLPEP 4 Grant Award Modification
5. Procedural Requirements for Grant Award Accounting

One copy of each form is included. Please **duplicate** as necessary for information of your project staff and filing of reports. A financial claim for the second half payment of the program award, if needed, will be sent within the second quarter of the program year. Once the grant recipient has fulfilled all project reporting requirements including returning all unspent grant funds by the dates specified in the grant program, the financial claim form for the remaining 25% of the total grant award will be issued.

All correspondence shall be sent to:

**California State Library
Budget Office - CCLPEP
P.O. Box 942837
Sacramento, CA 94237-0001**

For direct delivery, the street address is: 914 Capitol Mall, Room 15, Sacramento, CA 95814.

For assistance, contact:

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Enclosures

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